

Port of Hood River

Phase One, Port of Hood River Office Partition Wall Installation.

1000 East Port Marina Dr, Hood River Or 97031

Issued: June 10, 2021

Closing Date: June 25, 2021

Project Summary:

The Port of Hood River is requesting quotes for the remodel work and specifications attached at the Port of Hood River Office. This work includes but is not limited to;

- 1) Wall Installation and drywall. Drywall finish, texture and painted.
- 2) Countertop installation.
- 3) Partition Wall Plexiglas (or approved equivalent) Installation.
- 4) One Door Installation.
- 5) Trim and Case Work.
- 6) Associated Electrical Work.
- 7) Painting.
- 8) Governing construction code for this project is 2019 IBC. Also; Current Local City and County Building codes.

A project pre-quote walk through is scheduled for June 21, 2021 at 10:00am.

The work contemplated under this Contract includes all labor, tools, machinery, materials, transportation, equipment and services necessary for, and reasonably incidental to, the completion of all work in connection with the work described in the Contract, the General Conditions, all applicable special conditions, plans, specifications, or any supplementals. Project scope of work, plans and specifications are included in this Contract Solicitation document.

The single contact point for questions regarding the Solicitation, Forms, Specifications, change, clarification, the award process, and/or any other issues that may arise, is John Mann at (541) 399-9228, fax (541) 386-1395 and email jmann@portofhoodriver.com

Submittal Process

This is a quote for personal services, therefore it does not fall under the ORS 279C (Public Works Contracts). Quotes must be received by **2:00 PM on June 25, 2021** at the Port office or by mail to 1000 E. Port Marina Drive, Hood River, OR 97031. Quotes shall also be received via

email at: jmann@portofhoodriver.com. All quotes must include the completed Quote Form. Quotes will not be received after 2:00 PM on June 25, 2021. Quotes will be reviewed by Port staff.

The Port of Hood River reserves the right to 1) reject any or all proposals not in compliance with procedures and written instructions if it is in the best interest of the public to do so, 2) seek clarifications of each response, 3) waive informalities in the proposals, 4) choose different proposers for each task, 5) modify the project to fit within budgeted amounts, and 6) negotiate a final contract that is in the best interest of the Port.

Solicitation Laws and Rules

This solicitation and resulting Contract are governed by Oregon Law. Specific laws and rules that govern the solicitation process are found in Chapters 279A of the Oregon Revised Statutes, and Chapter 137, Divisions 046 and 049 of the Administrative Rules of the Oregon Department of Justice (Model Public Contracting Rules). The solicitation and resulting Contract may be subject to other laws and rules. This is not a Prevailing Wage Project subject to ORS 279C.800 to 279C.870. Offerors should obtain and become acquainted with the applicable provisions of the above laws and rules.

Site Examination

The bidder shall visit the site and fully acquaint themselves with the existing conditions there relating to construction and labor and should fully inform themselves as to the facilities involved, the difficulties and restrictions attending the performance of the Contract. Contractors will not be given extra payments for conditions, which can be determined by examining the site and documents.

The bidder acknowledges that he/she is satisfied as to the nature and location of the work, the various street surface conditions to be encountered and the general and local conditions including, but not limited to, those bearing upon transportation, disposal, handling and storage of materials, availability of water, surface water, storm drainage system, access of the site and coordination with the Port.

Award

The contract will be awarded by competitive quotes to the contractor whose quote will best serve the interests of the Port of Hood River. Price, experience, availability, project understanding and contractor capacity will be taken into account in the evaluation process. All respondents will be notified of the award within 10 calendar days (June 25, 2021) of the closing date. Work will be scheduled once all contract documents have been executed.

Information to be submitted by successful contractor

The successful Contractor shall provide all of the following required documents to the Port of Hood River within ten (10) calendar days of notification of the Intent-to-Award. Failure to present the required documents within ten (10) calendar days may result in rejection.

Respondents are encouraged to consult their insurance agent about the insurance requirements prior to Quote submission.

-Insurance:

Contractors will be required to provide proof of commercial general liability and automobile liability insurance in the amount of \$1,000,000.00, and proof of Workers Compensation coverage. The certificate shall be issued in the name of the Port of Hood River, 1000 E. Port Marina Drive, Hood River, OR 97031. The Port of Hood River, and its commissioners, employees, contractors and agents shall be named as additional insured.

-Bonds:

1. Public Works Bond: Pursuant to ORS 279C.836 before starting work on the contract or subcontract for public works projects with a contract price that exceeds \$50,000, the contractor or subcontractor shall file with the Construction Contractors Board a public works bond with the corporate surety authorized to do business in this state in the amount of \$30,000.

2.) Performance Bond: Contractor shall, within ten days after award of the contract and prior to doing any work under this contract, furnish the Port, in a form and with a surety satisfactory to the Port:

a). A performance bond in an amount equal to the full contract price conditioned upon the faithful performance of this contract upon the part of the Contractor in accordance with the specifications, and conditions of this contract, and also complying with the provisions of Oregon Revised Statute 279C.380 and any other laws of the State of Oregon relating to faithful performance bonds for construction of public works.

b). Pursuant to ORS 279C.836, a payment bond in an amount equal to the full contract price, solely for the protection of claimant under ORS 279C.600.

Oregon Prevailing Wage (BOLI Requirements)

This is not a Prevailing Wage job.

Base Quote: Contractors shall acknowledge that estimated quantities are not guaranteed and shall be based on the actual amounts to complete the work as outlined.

Time and Completion: The Bidder must agree to commence work on or before a date to be specified in a written "Notice to Proceed" from the Port, and to fully complete the project by July 31, 2021. The contractor must also agree to pay as liquidated damages, the sum of \$200.00 for each consecutive calendar day thereafter until all construction is complete.

The contact person and project manager for this contract will be John Mann, Port Facilities Manager. Questions may be directed to John Mann at 541-399-9228. Once contracts are awarded, the Port's owner's representative will be the Port Maintenance Supervisor (contact information to be distributed with contract).

Quote Inclusions and Submittals;

1. Deliverables
2. Specifications
3. Date, Signature and quote amount not to exceed on last page.
4. Performance Bond
5. Certificate of Insurance
6. Sample Contract
7. Material Submittals:
 - a) Door and side window submittal.
 - b) Countertop material submittal. To match existing to the extent possible.
 - c) Service counter plexiglass (or approved equivalent) submittal.
8. To avoid any confusion, it is recommended you turn in the entire quote package as your submittal.

Deliverables/ Specifications;

- a) Permit by others. (Permit for the work is in place.)
- b) Demolition of existing service counter and wall By Others.
- c) Installation of Partition wall and office wall.
- d) Drywall, texture to match existing and one coat of drywall sealant paint on new drywall. (Final color painting by others.)
- e) Installation of door and side light.
- f) Installation of countertop.
- g) Installation of partition windows and pass-through slots.
- h) Associated Electrical and low voltage work.
- i) Rotate existing light over the desk as per drawings.
- j) Hours of construction are 6:30am-7:00pm.
- k) A plastic dust protection curtain protecting the rest office from construction dust will be installed by others.
- l) Contractor shall access the construction area through the front doors. These doors must remain locked during construction as the office is not open to the public.
- m) Construction clean-up is the contractor's responsibility.

Date; _____.

Lump Sum amount not to exceed; \$_____.

Contractor Signature; _____.